



**GENERAL SERVICES ADMINISTRATION
AUTHORIZED FEDERAL SUPPLY SERVICE
MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)**

CONTRACT PRICE LIST

Version 1.7
Mod PO-0008
April 7, 2010

CONTRACT NUMBER: GS-10F-0037K
Authorized MOBIS Schedule
FSC GROUP 874 CLASS 8742

PERIOD COVERED BY CONTRACT:
November 1, 2009 – October 31, 2014

Products and ordering information in this Authorized MOBIS Schedule are also available on the GSA *Advantage!* Site. Agencies can browse GSA *Advantage!* by accessing the GSA's Home Page via the Internet at www.gsa.gov.

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IBA is registered in the CCR Database
Business Size: Woman-Owned Large Business

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IBA Contract Price List

IBA MOBIS Schedule GS-10F-0037K
SINS 874-1, 874-1RC, 874-2, 874-
2RC, 874-6, 874-6RC, 874-7, 874-
7RC
ON SITE RATES

Labor Category		On-Site
Business Analyst Expert	Level 1	\$ 198.88
Program Management	Level 1	\$ 196.23
	Level 2	\$ 170.37
	Level 3	\$ 144.52
	Level 4	\$ 118.67
	Level 5	\$ 92.81
Senior Analyst	Level 1	\$ 186.21
	Level 2	\$ 163.74
	Level 3	\$ 131.25
	Level 4	\$ 98.78
	Level 5	\$ 66.30
Analyst	Level 1	\$ 119.32
	Level 2	\$ 106.07
	Level 3	\$ 92.81
	Level 4	\$ 79.56
	Level 5	\$ 66.30
Technical Analyst	Level 1	\$ 63.64
	Level 2	\$ 58.87
	Level 3	\$ 54.10
	Level 4	\$ 49.31
	Level 5	\$ 44.55
	Level 6	\$ 39.78
Administrative Assistant	Level 1	\$ 60.89
	Level 2	\$ 53.93
	Level 3	\$ 41.55
	Level 4	\$ 29.17
SIN 874-4, 874-4RC		
Labor Category		On-Site
Program Manager		\$ 88.69
Project Manager/Task Manager		\$ 73.94
Subject Matter Expert	Level 1	\$ 180.35
	Level 2	\$ 120.71
	Level 3	\$ 95.75
Senior Analyst		\$ 79.14
Research Analyst	Level 1	\$ 76.40
	Level 2	\$ 62.85
	Level 3	\$ 48.39
Technical Writer		\$ 66.66
Senior Instructional Developer		\$ 93.40
Instructional Developer		\$ 75.10
Junior Instructional Developer		\$ 56.37
Senior Instructional Designer		\$ 105.83
Instructional Designer		\$ 87.88

Junior Instructional Designer		\$ 73.65
Senior Programmer		\$ 93.49
Programmer		\$ 72.37
Junior Programmer		\$ 55.64
Graphics Specialist	Level 1	\$ 61.34
	Level 2	\$ 52.07
	Level 3	\$ 35.82
Media Specialist		\$ 63.90

**IBA MOBIS Schedule GS-10F-0037K
SINS 874-1, 874-1RC, 874-2, 874-2RC, 874-6, 874-6RC, 874-7, 874-7RC**

OFF SITE RATES

Labor Category		Off-Site
Business Analyst Expert	Level 1	\$ 234.68
Program Management	Level 1	\$ 231.55
	Level 2	\$ 201.05
	Level 3	\$ 170.53
	Level 4	\$ 140.02
	Level 5	\$ 109.52
Senior Analyst	Level 1	\$ 219.74
	Level 2	\$ 193.23
	Level 3	\$ 154.88
	Level 4	\$ 116.55
	Level 5	\$ 78.22
Analyst	Level 1	\$ 140.81
	Level 2	\$ 125.17
	Level 3	\$ 109.52
	Level 4	\$ 93.87
	Level 5	\$ 78.22
Technical Analyst	Level 1	\$ 75.10
	Level 2	\$ 69.46
	Level 3	\$ 63.84
	Level 4	\$ 58.20
	Level 5	\$ 52.58
	Level 6	\$ 46.93
Administrative Assistant	Level 1	\$ 71.84
	Level 2	\$ 63.65
	Level 3	\$ 49.03
	Level 4	\$ 34.42

CUSTOMER INFORMATION

1. Geographic Scope of Contract

The geographic scope of this contract is Domestic and Overseas.

2. Contractor's Ordering Address and Payment Information

For EDI Orders

Irving Burton Associates Inc.
ATTN: Ms Pamela Baldwin
5205 Leesburg Pike, Suite 1601
Fall Church, VA 22041
Tel: (703) 575-8359, ext 3103
E-mail : Baldwinp@ibacorp.us

For Mailed or Facsimile Orders

Irving Burton Associates Inc.
ATTN: Ms Pamela Baldwin
5205 Leesburg Pike, Suite 1601
Fall Church, VA 22041
Tel: (703) 575-8359

Payment Address

Irving Burton Associates Inc.
Attn: Accounts Receivable
5205 Leesburg Pike, Suite 1601
Falls Church, VA 22041
(703) 575-8359 (Phone)
(703) 575-8378 (Fax)

IBA accepts the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number can be used by ordering agencies to obtain technical and/or ordering assistance:

IBA Main Telephone number (703) 575-8359

3. Liability for Injury or Damage

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. Statistical Data for Government Ordering Office Completion of Standard Form 279

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Data Universal Numbering System (DUNS)
Number: **07-754-8964**
- Block 30: Type of Contractor - Woman-Owned Large
- Block 31: Woman-Owned Small Business - NA
- Block 36: Contractor's Taxpayer Identification Number (TIN): **541172222**

4a. CAGE Code: **1T950**

5. FOB Destination

6. Discounts

When prices are quoted, they are NET Prices; basic discounts have been deducted.

- a. Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: 1% over \$500k to \$1.5M; 2% over \$1.5M (per order)
- d. Government Educational Institutions: None
- e. Other: None

7. Small Requirements

The minimum dollar value of orders is \$300.00.

8. Maximum Order

The maximum order threshold for MOBIS Services is \$1,000,000.

9. Security Requirements

If security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is lesser.

10. Purchase of Incidental, Non-schedule Items

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

11. Contractor Commitments, Warranties and Representations

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

12. Blanket Purchase Agreements (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature.

13. Contractor Team Arrangements

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to customer requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this booklet.

**TERMS AND CONDITIONS
APPLICABLE TO MOBIS SERVICES
ALL SPECIAL ITEM NUMBERS**

1. Scope

a. Prices, terms and conditions that apply to Special Item Numbers 874-1, 874-2, 874-5, 874-6, and 874-7 apply exclusively to MOBIS Services within the scope of this MOBIS Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

2. Ordering Procedures

a. Procedures for MOBIS services priced on GSA schedule at hourly rates.

(1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule.

(2) The GSA has determined that the rates for MOBIS services as awarded to IBA are fair and reasonable. The ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(3) When ordering MOBIS services, ordering offices shall –

(i) Prepare a Request for Quotation:

(A) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(B) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office determines that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

(C) The request for quotation may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

(D) The request for quotation shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(A) below, the request for quotations shall notify the contractors that will be the case.

(ii) Transmit the Request for quotation to Contractors:

(A) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).

(B) The request for quotation should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotation should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(iii) Evaluate quotations and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

(4) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall –

(i) Inform contractors in the request for quotation (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(A) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that

represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

(B) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

(ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

(5) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(6) When the ordering office's requirement involves both products as well as MOBIS professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

(7) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

(1) Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

(2) Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably

available information about the service offered under MAS contracts by using the “GSA *Advantage!*” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the service representing the best value, the ordering office may consider special features of the service that are required in effective program performance and that are not provided by a comparable service; and past performance.

(3) Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall:

- (i) Review additional Schedule Contractors’ catalogs/pricelists or use the “GSA *Advantage!*” on-line shopping service;
- (ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (A) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (B) Offer the lowest price available under the contract; or
- (C) Decline the order (orders must be returned in accordance with FAR 52.216-19).

(4) Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

(5) Price reductions. In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

(6) Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

(7) Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

3. Order

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks, which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. Performance of Services

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of MOBIS Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. Inspection of Services

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

6. Responsibilities of the Contractor

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

7. Responsibilities of the Government

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite MOBIS Services.

8. Independent Contractor

All MOBIS Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the Government.

9. Organizational Conflicts of Interest

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either

- (i) result in an unfair competitive advantage to the Contractor or its affiliates or
- (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

10. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for MOBIS services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

11. Payments

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR

52.232-7 apply to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract. IBA is registered with the Central Contracting Registration (CCR) database.

12. Resumes

Resumes shall be provided upon request.

13. Incidental Support Costs

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

14. Approval of Subcontracts

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

15. Description of MOBIS Services and Pricing

a. The Contractor shall provide a description of each type of MOBIS Service offered under the Special Item Numbers. MOBIS Services should be presented in the same manner as the Contractor sells to its commercial and other Government customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all MOBIS Services shall be in accordance with the Contractor's customary practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

Awarded Special Item Number(s) Sin's

874-1 Consulting Services

874-2 Facilitation Services

874-4 Course Development

874-6 Competitive Sourcing Support

874-7 Program Integration & Project Management Services

SIN DESCRIPTIONS

SIN 874-1: Consulting Services

Strategic Planning:

- IBA will assist organizations to identify a disciplined effort to develop a process to facilitate fundamental decisions and actions that shape and guide what that organization is, what it does and why it does it.
- Preliminary Analysis: IBA will walk an organization through several exercises needed to set the stage for the development of a viable strategic plan. These exercises include but are not limited to: identification of all the organization customers (internal and external); the demands of each of these customers; identification of organization strength and weaknesses; and the assessment of potential threats and opportunities which include any mandates, regulations, and/or policies that impact on the organization.
- Strategic Plan Preparation: IBA will facilitate the preparation of a strategic plan. The plan normally encompasses a 5 – 7 year period. Contents of the plan will include, at a minimum, a mission statement, vision statement, supporting goals, objectives and strategies. Consensus building is vital to this effort.
- Breakthrough Development: Breakthroughs provide the stepping stones to assist in the achievement of strategic plan goals. These breakthroughs are bite size initiatives (action plans) that have a more compressed time line (12-18 months). IBA employs specific tools that allow the organization to assess the progress toward realizing the strategic plan and provide a focus where the most effort is needed to achieve plan goals.
- Audit Trail Maintenance (Action Item Tracking): IBA will track all the tasks associated with action plans to ensure completion by established suspense dates. This effort includes all the documentation needed to maintain an audit trail of strategic plan initiatives.
- Metrics: IBA will facilitate the development of realistic, measurable, and representative metrics to track the progress of the strategic plan.

Business and Action Planning

- Policy Support: IBA will provide policy support by: Evaluating and recommending changes to the current policy; Developing policy architecture and strategies based on existing procedures, standards and policies; Implementing selected policy strategies and measuring policy effectiveness; and Providing technical policy expertise on selected initiatives and enhancements.
- Organizational Assessments and Internal Management Controls (IMC): IBA recognizes that internal guidelines are key management controls. IBA monitors Federal and DoD policy and procedural issuances. Our research and analysis will be the basis for recommendations to managers to assist in the development of concise and consistent policies, standards, procedures and controls. IBA will review the impacts of both new and proposed policy changes, new Federal and DoD programs, and Acts of Congress that affect the organization. As a result of thorough research we will provide practical recommendations to management in response to their requests.
- Risk Assessments: IBA will conduct Risk Assessments (RA). IBA will prepare all necessary documentation and material to: conduct an assessment; assist the responsible manager in a review and analysis of the responses to facilitate determination of overall risk for the assessable unit; and review other activities to determine if other reviews (by outside agencies or internal reviews) could take the place of (or augment) the Management Control Plan (MCP). Incorporating these reviews takes

advantage of work already completed, and allows the manager to utilize resources more effectively.

- **Develop Plans For Subsequent Action.** IBA will review the results of the assessment and assist managers in identifying appropriate corrective actions and insuring these items are incorporated in a plan of action and schedule.
- **Conduct Internal Control Reviews.** When circumstances call for a more detailed review of an assessable unit, IBA will assist the responsible official in conducting an Internal Control Review to determine the ineffective or missing controls and to determine appropriate corrective actions.
- **Take Corrective Action.** Once the Internal Control Review is complete and the necessary corrective actions have been identified, IBA will prepare the corrective action plan, monitor progress, and prepare required reports on actions taken.

Acquisition Planning and Management

- IBA is prepared to assist in all phases of acquisition management using knowledge gained through years of experience in the acquisition environment, and a team approach, IBA will streamline the acquisition and contract management processes. Building on our knowledge of acquisition policies we will assist in standardizing the acquisition process and streamlining business practices.
- **Pre-Solicitation and Solicitation Phase Support:** IBA will assist with the pre-solicitation activities by helping to identify and define the requirement as well as define the why, what, when, where, how and who of the acquisition. IBA will assist in the documentation development and execution of each step in the Pre-Solicitation Phase.
- **Statement of Work:** IBA understands that it is imperative for the Government to state clearly the technical and performance requirements in this document as these will be the basis for the preparation of the source selection materials and the evaluation of proposals. IBA will provide personnel with the expertise to assist or perform all research required to clarify requirements and provide specification documentation for the statement of work.
- **Evaluation Phase Support:** IBA will provide support, such as facility preparation; maintenance and security of working materials; compiling and preparing interim reports, final reports, recommendations and briefings.

Customized Training

IBA is prepared to assist with customized training. IBA will gather a team of specialists to do on-site training dependant upon needs. Support includes: assisting the client with curriculum design; obtaining/producing training materials; marketing support; coordination of speaker travel; obtaining a training site and coordinating/performing training/conference support.

SIN 874-2: Facilitation Services

Facilitation Support

- IBA shall provide facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, integrated product, process and self-directed teams. IBA will support agencies who bring together diverse teams and/or groups with common and divergent interests who may require a neutral party to assist them in: the use of problem solving techniques; convening and leading large and small group briefings and discussions; resolving disputes, disagreements, and divergent views; recording discussion content and focusing decision-making; providing a draft for the permanent record; debriefing and in overall planning. IBA will meet with agency representatives in

advance of the session(s) to plan the agenda(e) to ensure that the objectives of the agency are met, and will recommend physical arrangements for the session(s). IBA will provide facilitators/consultants with skills in process improvement/reengineering, consensus building tools, planning and management tools, search conferencing methodology, group creativity methods, and/or other techniques as determined by the specific needs of the group(s) and the objectives of the session(s). The degree of involvement by the facilitator in the actual sessions will be determined by the specific needs of the group and can range from minimal interaction to actual leading of the group through specific activities using specific tools and techniques.

- Small Groups (under 30):

IBA will support all facets of a small group. IBA will provide support by determining facility requirements and/or providing facilities for the meeting. IBA will assist the head of the group in determining the discussion points, required length of the meeting, appropriate support staff, special requirements and creating an agenda. IBA will provide a facilitator to support the group in problem solving, facilitating conversation and discussion, and/or helping to resolve disputes using group management techniques appropriate to small groups. IBA will act as a neutral third party for all disagreements and disputes. IBA will also provide meeting notes, minutes and final reports. IBA shall also provide videotape and/or audio tape of the meetings as required.

- Large Groups (Over 30):

IBA will support all facets of a large group. IBA will provide support by determining facility and logistical requirements and/or providing facilities for the meeting. IBA will assist the head of the group in determining the discussion points, required length of the meeting, appropriate support staff, special requirements, structuring of the large group, and creating an agenda. IBA will provide support to the group in problem solving, facilitating conversation and discussion, and/or helping to resolve disputes using specific group management techniques appropriate to large groups. IBA will act as a neutral third party for all disagreements and disputes. IBA will also provide meeting notes and minutes as required for record purposes. IBA shall also provide videotape and/or audio tape of the meetings as required and will assist in the use of audio/visual techniques during the sessions to increase the effectiveness and efficiency of the large group.

- Conference/Meeting Logistics:

IBA will provide in all areas of conference and meeting planning. Support is broken into three areas: Pre-conference Activity, Conference Activity, and Post Conference Activity.

- Pre-Conference Activity. IBA will have a kick off meeting with the project manager to discuss the objectives and purpose of the conference and formulate a complete strategy. This shall include agenda, speakers, format, meeting dates, task timetables, reporting requirements, accounting controls, verification procedures, site location, size of the meeting/conference, potential issues, and types of services to be provided. As a result of this initial meeting IBA will prepare the planning documents. These documents will include outlines of all required activities and an estimated cost of the conference including all materials and facility charges. IBA will also develop the policies and procedures to ensure conference support activities are conducted efficiently, and hotel and travel arrangements conform to Federal guidelines.

- IBA will assist with the development of the agenda and schedule for the conference/meeting. This may include a conference theme, topics to be discussed, speakers and length of speaking time, and possible candidates for a demonstration/tradeshaw area. IBA will also design, produce and order all conference and marketing materials required.
- IBA will identify possible sites using extensive research and historic knowledge of the meeting location. Once the location is approved by the project manager, IBA will negotiate the most advantageous contract.
- IBA will assist with the development of a list of participants. Letters of invitation will be generated and will include additional information such as local events, site-seeing opportunities, conference agenda, transportation requirements, etc.
- IBA will provide a web based registration system for automatic registration and tracking information. This will capture pertinent information required for use in generating reports and generating conference material.
- Conference Activity. IBA will provide on-site support to include manning the greeting desk, handing out information, collecting conference fees, directing attendees to their desired location, providing visual aid support, providing computer support, and interacting with the hotel/facility staff to ensure all needs are met.
- IBA can provide a videographer during the conference/meeting to videotape the proceedings and provide a video presentation for future marketing requirements, as a part of the final report or for file. Specifics will be discussed and presented in the planning documents.
- Post Conference Activity. IBA will provide reports and follow-up on all activity after the conference. A feedback questionnaire will be provided to the attendees either at the conference/meeting or on the web to capture appropriateness of the topics, comfort of the facility, attentiveness of staff, etc. in order to compile a complete final report on the conference/meeting. All notes and information gathered will be generated into a final report.

SIN 874-4: Course Development

- IBA will provide course development and training expertise to evaluate customer needs with requirements in order to develop detailed course literature and conduct classes, to improve the skills and training of customer audiences. Our multi-structured approach to training will capitalize on the strengths and accessibility of technology as well as the personal interaction of face-to-face classroom education. We will initiate our effort by compiling a skills/training baseline which will serve as a reference to help us identify gaps in training. This will enable us to establish a strategic training plan that will identify population needs as well as the specific training to be accomplished.
- We will employ practiced Subject Matter Experts (SMEs) who have all the modern physical tools and understand the Instructional System Design (ISD), Performance-Based Training (PBT) and Criterion Referenced Instruction (CRI) methods of education and training. Our instructors and course developers will be skilled instructors as well as accomplished practitioners of the topics they teach. They will understand the customer environment as well as the details of their subject. We will ensure

quality by reviewing courseware and teaching techniques well before actual presentation. We will survey each class following the course to obtain detailed reviews of the quality of the facility, courseware and instructor.

- We will increase the excitement and intensity of the training environment by recommending courses that increase the daily professional capabilities of customer audiences. IBA also understands the need for flexibility and alternative training venues. We will provide a continuum of courseware services through interactive web-enabled courses and web tools, in addition to classroom courseware development. We also appreciate the professional environment that places high demands on personal schedules and requires flexibility. We will provide a flexible environment that offers necessary extensions through user guides, web tools and extended access to courseware.

SIN 874-6: Competitive Sourcing Support

- IBA shall provide expert advice, consultation, assistance, and documentation in support of studies conducted under OMB Circular A-76 or other privatization/commercial activities studies, projects or efforts. These services may include, but are not limited to: Strategic, tactical, and operational level planning support; Initial study planning; Development of Performance Work Statements (PWS); Development of Quality Assurance Surveillance Plans (QASP); Performance of management studies to determine the Government's Most Efficient Organization (MEO); Development of in-house Government cost estimates; Comparison of in-house bids to proposed Interservice Support Agreement (ISSA) prices;
- IBA will provide experienced management analysts, business process re-engineering (BPR) specialist, subject matter experts, legal assistance, financial analysts, personnel specialist, public relations personnel, contracting personnel, human resource managers, and engineers to complete the task.
- IBA will meet with agency representatives to conduct strategic planning of the A-76 privatization study process. Based on this meeting IBA will develop a report that will outline the time tables, milestones, strategic direction, and suggested procedures to complete the study. IBA will also assist in choosing the A-76 implementation team.
- IBA shall provide public relations personnel to facilitate the dissemination of information to government employees, trade unions, and the media. Managing public and government employee reaction to the study will be an integral part of the study. Included in the public relations effort will be the development of employee "issue papers" and establishment of an "efficiency hotline"; which are safe vehicles for government employees to identify "savings" and make suggestions for improvements.
- IBA will support the development of the Performance Work Statement (PWS). The PWS will be performance oriented; specifying what outputs and measures are desired and limiting directions as to how the results are achieved. Definition of the requirements in terms of outputs/outcome, standards, reporting, and workload is the foundation of the study. Care will be taken to ensure that the PWS does not limit service options, arbitrarily increase risk, reduce competition, unnecessarily violate industry service or service grouping norms, or omit statutory or regulatory requirements without full justification.
- IBA will support the development of the Quality Assurance Surveillance Plan (QASP); laying

out the methods of inspection to be used, the reports required, and the resources to be employed to meet the performance requirements. The QASP will include estimated volume of outputs in terms of work hours, number of products produced, and number of task completed. This will be included with the PWS and submitted to the Independent Review Officer (IRO).

- IBA will assist in assembling a Commercial Activities (CA) team that will be responsible for developing the Most Efficient Organization (MEO) for Government performance of the PWS requirements. With the CA team, IBA will identify organization structures, staffing and operating procedures, equipment, transition and inspection plans necessary to ensure that the in-house activity is performed in an efficient and cost effective manner. The goal is to develop and use innovative approaches on performance of the defined requirements. The MEO traditionally results in changes in Government organizational structure, staffing levels and grades, and processes. We will perform job analysis and efficiency studies including assessment of management, process, performance, skills, and workload requirements. In addition, assessments will be made to determine physical resource and property requirements for GFP and GFE. Reporting requirements and adherence to Government directives will be analyzed. Methodologies utilized will be business process re-engineering, performance value analysis, skills and workload analysis. We will support the development of performance standards and the Quality Assurance Surveillance Plan. Assistance will be given on decisions to finalize the MEO organization structure, staffing levels and grades, and transition processes.

- Data and statistics from the analyses will be collected, analyzed, and structured in order to quantify the MEO. Cost data collected will include personnel, contractors, and property required. Subsequently, we will assist in developing the Government in-house cost estimates. If applicable, we will conduct the comparison of the in-house cost estimates to proposed Interservice Support Agreement (ISSA) prices.

- IBA will assist in developing the Management plan which will document the assumptions used in the development of the MEO and the in-house cost estimate, including:

- Summary: An overall comparison of the current organization with the MEO and a review of any special initiatives or assumptions, including equipment or productivity changes.
- A description of the government's in-house QASP and how it will differ, including resources, if services are provided by ISSA or contract, and why.
- When existing assets used by the Government's MEO are not provided to the ISSA or contractor for use, an analysis of the benefits to the Government may be warranted
- Transition plan to or from current organizational structure to MEO, contract, or ISSA performance- designed to minimize disruption, adverse impacts, capitalization, and start-up costs.
- In-house cost estimate describing all cost associated with the performance of the MEO, calculated in accordance with Part II of OMB A-76.

- IBA will provide documents to support the preparation of the solicitation package and issuance of the Request for Proposal (RFP).

- IBA will assist the government in preparing the transition plan describing the processes to be implemented in the event that the government wins the cost comparison.

Subsequent to the government implementation of the transition plan, IBA will conduct the Post-MEO Review. The review confirms that the MEO has been implemented in accordance with the transition plan, the MEO is performing the services identified in the PWS, and actual costs are within the estimates

contained in the in-house estimate. Also, it will include, but not limited to, assessment of performance as it relates to performance standards put forth in the QASP.

SIN 874-7: Program Integration and Project Management Services

IBA will provide all required support to manage, integrate, implement, coordinate and oversee programs. IBA will provide personnel with expertise in the tasked field to provide program and project management. IBA will ensure the mission and goals of the requiring activity are understood, incorporate, and met. IBA has a strong staff of professionals who are experienced in many areas directly providing program and project management to government offices. Our staff consists of management professionals in diverse areas such as: health care, accounting, law, military policy and functions, computer programming, and database projects, among others. IBA understands how to effectively manage a program and will incorporate the following areas to help meet and exceed the program goals and objectives:

- Program Budget Support
- Information Management
- Business Process Reengineering/Business Process Improvement
- Technical Expertise
- Administrative and Logistical Support

Program Budget Support

- IBA will develop budget reports, exhibits, and documentation to comply with federal regulations and external inquiries as required. IBA will compile, verify and track data, and establish information control mechanisms.
- IBA will provide skilled personnel to assist in the development of budget reports and exhibits to include exhibits to the Program Objective Memorandum (POM), Budget Estimate Submission (BES), and President's Budget (PB). IBA has in-depth experience with the DoD Appropriation and Authorization process and will use that experience to provide analysis, rebuttals, impact statement assessments, reclama preparation and assistance in developing responses to questions from OMB, DoD, IG and GAP. IBA has experiences in researching and developing analyses and preparing responses to budget-related requests from any government or civilian source.
- IBA will support internal budget management efforts by developing, maintaining and analyzing spreadsheets and databases of specific budget data. IBA's staff has expertise in advanced applications in computer operating systems, databases and project management software.
- IBA will establish an accurate baseline for reviewing and tracking the financial status of programs and projects. IBA will review the current programs from a financial/budgetary perspective in order to identify current year delays or acceleration actions that affect the forecasted year's budget. IBA will review each program area for compliance with applicable fiscal guidance in areas such as proper use of appropriations. IBA will also continuously monitor policies and directives from the White House, OMB, and other indicators that may impact budget development efforts.

Information Management

IBA will prepare and maintain a master schedule. This master schedule will include tracking deliverables and in-process items to completion. The schedules will be used to integrate and track programs, as well as track and integrate projects and requirements. IBA will develop and coordinate project specific performance metrics. Performance metrics measure program baselines and process improvements for all identified programs. IBA will maintain status reports; maintain and develop program management schedules; and provide ad-hoc reports and tailored solutions. IBA will develop automated tools and techniques or customize existing tools to enhance overall program management procedures.

Business Process Reengineering/Business Process Improvement

IBA is experienced in Business Process Reengineering and Improvement principles and can apply these principles in evaluating program performance and implementing business improvement changes. We will provide analysis support to conduct Business Process Reengineering studies; train, advise, and implement an Earned Value Management System; and develop, select and implement management tools and methodologies.

Technical Expertise on Matters and Processes

IBA will provide personnel with the expertise to support the program or project. Expertise support can include, but is not limited to, areas such as legislative, health care, technical, contractual, financial, law, and other fields as they relate to the task.

Administrative and Logistical Support

IBA will provide administrative and logistical functions such as video teleconferencing, scheduling and clerical support to the government office. Specifically, IBA will coordinate meetings, provide pre-meeting documents, draft meeting minutes, and facilitate discussions.

IBA will assist in providing administrative and logistical support for program management to include tailoring the Department of Defense (DoD) 5000 program management model for each program assigned to the program management discipline; preparing required documents; and providing technical expertise (e.g. Level III acquisition certified) on identified program management related matters and processes. We have in-depth knowledge of formal DoD Acquisition Management processes and have developed the documentation required for Milestone Decisions to include the Single Acquisition Management Plan (SAMP), the Acquisition Program Baseline (APB) and the Cost Analysis Requirements Description (CARD). We will use this experience to assist in the life-cycle management of programs.

MOBIS SERVICES GENERAL SKILLS AND EXPERIENCE DESCRIPTIONS

SIN: 874-1, 874-2, 874-6, and 874-7 Labor Category Descriptions

Degree	Degree Experience Substitution	Experience Substitution
Associates	2 years	2 years
Bachelors	Associate + 2 years	4 years
Masters	Bachelors + 2 years	6 years
PhD	Masters + 2 years	10 years

	Labor Category	Functional Description	Experience and Education
1	Business Analyst Expert 1	This position performs in highly specialized subject areas such as satellite telecommunications, financial systems, BPR, human factors engineering and systems design or engineering. The SME provides technical/and/or specialized guidance concerning complex problems or challenges in the subject matter field. Perform analysis and studies; prepare reports and give presentations. Works independently or as a member of a team.	<p><u>Minimum/General Experience:</u> The SME will usually have ten years experience in the relevant field or a combination of relevant experience coupled with specialized education. Concentrated hands-on experience in the specific discipline of the subject matter field required by a customer task order.</p> <p><u>Minimum Education:</u> PhD Degree in appropriate subject matter field or relevant work experience (see degree/experience table above).</p>
2	Program Manager 1	Serves as the primary contact to the client. Responsible for ensuring communications with the client; preparing project plans, coordinating activities of the combined IBA team; providing regular project reports; ensuring sufficient project resources and proper training for personnel; handling contractual matters; monitoring project performance; and controlling project scope and budget.	<p><u>Minimum/General Experience:</u> Ten years experience. Demonstrated experience includes: project leadership; project development from inception to deployment-, expertise in the management and control of funds and resources using complex reporting mechanisms; demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity.</p> <p><u>Minimum Education:</u> Master's Degree or work experience (see degree/experience table above).</p>
3	Program Manager 2		<p><u>Minimum/General Experience:</u> Eight years experience. Demonstrated experience includes: project leadership; project development from inception to deployment-, expertise in the management and control of funds and resources using complex reporting mechanisms; demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity.</p> <p><u>Minimum Education:</u> Master's Degree or work experience (see degree/experience table above).</p>
4	Program Manager 3		<p><u>Minimum/General Experience:</u> Seven years experience. Demonstrated experience includes: project leadership; project development from inception to deployment-, expertise in the management and control of funds and resources using complex reporting mechanisms; demonstrated capability in managing</p>

			<p>multi-task contracts and/or subcontracts of various types and complexity.</p> <p><u>Minimum Education:</u> Master's Degree or work experience (see <i>degree/experience table above</i>).</p>
5	Program Manager 4		<p><u>Minimum/General Experience:</u> Six years experience. Demonstrated experience includes: project leadership; project development from inception to deployment-, expertise in the management and control of funds and resources using complex reporting mechanisms; demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity.</p> <p><u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).</p>
6	Program Manager 5		<p><u>Minimum/General Experience:</u> Four years experience. Demonstrated experience includes: project leadership; project development from inception to deployment-, expertise in the management and control of funds and resources using complex reporting mechanisms; demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity.</p> <p><u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).</p>
7	Senior Analyst 1	Incumbent will provide complete and detailed advice and assistance in all areas of expertise. Shall provide direction to lower level analysts; review work products for correctness and adherence to user standards and progress in accordance with work schedules. Prepares deliverables and presentations to in all areas of expertise to colleagues, subordinates, and end-user government or commercial representatives.	<p><u>Minimum/General Experience:</u> Incumbent shall have a minimum of ten years of progressively responsible experience. Experience shall demonstrate the ability to perform functional requirements and include a broad range of assignments performing analytical and/or technical requirements and analysis.</p> <p><u>Minimum Education:</u> Master's Degree or work experience (see <i>degree/experience table above</i>).</p>
8	Senior Analyst 2		<p><u>Minimum/General Experience:</u> Incumbent shall have a minimum of eight years of progressively responsible experience. Experience shall demonstrate the ability to perform functional requirements and include a broad range of assignments performing analytical and/or technical requirements and analysis.</p> <p><u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).</p>
9	Senior Analyst 3		<p><u>Minimum/General Experience:</u> Incumbent shall have a minimum of seven years of progressively responsible experience. Experience shall demonstrate the ability to perform functional requirements and</p>

			<p>include a broad range of assignments performing analytical and/or technical requirements and analysis.</p> <p><u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).</p>
10	Senior Analyst 4		<p><u>Minimum/General Experience:</u> Incumbent shall have a minimum of six years of progressively responsible experience. Experience shall demonstrate the ability to perform functional requirements and include a broad range of assignments performing analytical and/or technical requirements and analysis.</p> <p><u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).</p>
11	Senior Analyst 5		<p><u>Minimum/General Experience:</u> Incumbent shall have a minimum of five years of progressively responsible experience. Experience shall demonstrate the ability to perform functional requirements and include a broad range of assignments performing analytical and/or technical requirements and analysis.</p> <p><u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).</p>
12	Analyst 1	Incumbent will provide support to more senior analysts and colleagues and to work products in accordance with work schedules on government and commercial contracts. Assists in the preparation of deliverables; and presentations to in all areas of expertise to colleagues, subordinates, and end-user government or commercial representatives.	<p><u>Minimum/General Experience:</u> Incumbent shall have a minimum of eight years of progressively responsible experience. Experience shall demonstrate the ability to perform functional requirements.</p> <p><u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).</p>
13	Analyst 2		<p><u>Minimum/General Experience:</u> Incumbent shall have a minimum of six years of progressively responsible experience. Experience shall demonstrate the ability to perform functional requirements.</p> <p><u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).</p>
14	Analyst 3		<p><u>Minimum/General Experience:</u> Incumbent shall have a minimum of four years of progressively responsible experience. Experience shall demonstrate the ability to perform functional requirements.</p> <p><u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).</p>
15	Analyst 4		<p><u>Minimum/General Experience:</u> Incumbent shall have a minimum of three years of progressively responsible experience. Experience shall demonstrate the ability to</p>

			perform functional requirements. <u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).
16	Analyst 5		<u>Minimum/General Experience:</u> Incumbent shall have a minimum of two years of progressively responsible experience. Experience shall demonstrate the ability to perform functional requirements. <u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).
17	Technical Analyst 1	Assists in collecting and organizing information required for preparation of user manuals, training materials, technical manuals, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.	<u>Minimum/General Experience:</u> Requires a minimum of five years experience. Demonstrated ability to work independently or under general direction. <u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).
18	Technical Analyst 2		<u>Minimum/General Experience:</u> Requires a minimum of four years experience. Demonstrated ability to work independently or under general direction. <u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).
19	Technical Analyst 3		<u>Minimum/General Experience:</u> Requires a minimum of three years experience. Demonstrated ability to work independently or under general direction. <u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).
20	Technical Analyst 4		<u>Minimum/General Experience:</u> Requires a minimum of two years experience. Demonstrated ability to work independently or under general direction. <u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).
21	Technical Analyst 5		<u>Minimum/General Experience:</u> Requires a minimum of one year experience. Demonstrated ability to work independently or under general direction. <u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience table above</i>).
22	Technical Analyst 6		<u>Minimum/General Experience:</u> Proficiency and experience using automated word processing systems. Demonstrated ability to work independently or under general direction. <u>Minimum Education:</u> Bachelor's Degree or work experience (see <i>degree/experience</i>

			<i>table above).</i>
23	Administrative Assistant 1	Directly supports Program Manager or Project Manager. Assists in the preparation of presentation graphics, coordination of activities and supports the development and distribution of contract deliverables and reports.	<p><u>Minimum/General Experience:</u> Minimum of three years experience in office administration or related skills. Proficiency and experience using commercial automated word processing systems. Demonstrated ability to work independently or under general direction.</p> <p><u>Minimum Education:</u> Bachelor's Degree or work experience (see degree/experience table above).</p>
24	Administrative Assistant 2		<p><u>Minimum/General Experience:</u> Minimum of two years experience in office administration or related skills. Proficiency and experience using commercial automated word processing systems. Demonstrated ability to work independently or under general direction.</p> <p><u>Minimum Education:</u> High School Diploma or GED required.</p>
25	Administrative Assistant 3		<p><u>Minimum/General Experience:</u> Minimum of one year experience in office administration or related skills. Proficiency and experience using commercial automated word processing systems. Demonstrated ability to work independently or under general direction.</p> <p><u>Minimum Education:</u> High School Diploma or GED required.</p>
26	Administrative Assistant 4		<p><u>Minimum/General Experience:</u> Proficiency and experience using automated word processing systems. Demonstrated ability to work independently or under general direction.</p> <p><u>Minimum Education:</u> High School Diploma or GED required.</p>

SIN: 874-4 Labor Category Descriptions

		Degree	Degree Experience Substitution	Related Experience Substitution
		Associates	2 years	2 years
		Bachelors	Associate + 2 years	4 years
		Masters	Bachelors + 2 years	6 years

	Labor Category	Functional Description	Education
27	Program Manager	Serves as the primary contact to the client Responsible for ensuring communications with the client; preparing project plans, coordinating activities of the combined IBA team; providing regular project reports; ensuring sufficient project resources and proper training for personnel; handling contractual matters; monitoring project performance; and controlling project scope and budget.	Bachelor's Degree or equivalent experience. Seven years experience. Demonstrated experience includes: project leadership; project development from inception to deployment-, expertise in the management and control of funds and resources using complex reporting mechanisms; demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. More experience and education is required for higher level subcategories.

28	Project Manager/Task Manager	Provides overall daily support, direction and quality assurance for teams responsible for meeting customer requirements. Assists in developing standard procedures, performance standards, and project documentation. Provides ongoing analysis of project initiatives and develops reports and recommendations. Interfaces with the client regarding technical issues.	Bachelor's Degree or equivalent experience. At least 3 years experience. Demonstrated experience includes senior level project experience, team leader support.
29	Subject Matter Expert I	Responsible for understanding aspects of operations and advising team members and senior leaders on cost effective and accurate ways to achieve success. Serves as Team Lead/facilitator for Integrated teams.	Masters degree and at least 15 years' experience or Bachelor's degree and 25 years' experience.
30	Subject Matter Expert II	Responsible for understanding aspects of operations and advising team members and senior leaders on cost effective and accurate ways to achieve success. Serves as Team Lead/facilitator for Integrated teams.	Masters degree and at least 7 years' experience or Bachelor's degree and 15 years' experience.
31	Subject Matter Expert III	Responsible for understanding aspects of operations and advising team members and senior leaders on cost effective and accurate ways to achieve success. Serves as Team Lead/facilitator for Integrated teams.	Bachelor's degree and at least 10 years' experience or 20 plus years' experience.
32	Senior Analyst	Provides Complete and detailed advice and assistance in all areas of expertise. Shall provide direction to lower level analysts: review work products for correctness and adherence to user standards and progress in accordance with work schedules. Prepares deliverables and presentations in all areas of expertise to colleagues, subordinates, and end-user government or commercial representatives.	Bachelor's degree or equivalent experience and a minimum of 5 years of progressively responsible experience. Experience shall directly relate to the proposed task area of responsibility and shall include a broad range of assignments performing difficult analytical and/or technical requirements and analysis. More experience and education is required for higher level sub-categories.
33	Research Analyst I	Provides research support to Program and Technical staff. Maintains files, prepares correspondence, and other research activities.	Associates Degree or at least 3 year in an office environment.
34	Research Analyst II	Provides research support to Program and Technical staff. Maintains files, prepares correspondence, and other research activities.	High School diploma or at least 2 year in an office environment.
35	Research Analyst III	Provides research support to Program and Technical staff. Maintains files, prepares correspondence, and other research activities.	High School diploma or at least 1 year in an office environment.
36	Technical Writer	Researches, designs, writes, edits and proofreads technical documents prior to publication.	Bachelor's degree in literary or technical field with a minimum of 5 years technical writing experience.

		Prepares manuals, procedures and specifications. Originates procedures for scheduling major technical publications.	
37	Senior Instructional Developer	Develops instruction and courseware material for trainers and participants. Uses written educational and training techniques and courseware development expertise to create classroom and e-learning material.	Bachelor's degree and 8-11 years experience with the development of training scenarios, training tactics, plans, curricula, and materials.
38	Instructional Developer	Develops instruction and courseware material for trainers and participants. Uses written educational and training techniques and courseware development expertise to create classroom and e-learning material.	Bachelor's degree and 4-6 years experience with the development of training scenarios, training tactics, plans, curricula, and materials.
39	Junior Instructional Developer	Develops instruction and courseware material for trainers and participants. Uses written educational and training techniques and courseware development expertise to create classroom and e-learning material.	Bachelor's degree and training in the development of training scenarios, training tactics, plans, curricula, and materials.
40	Senior Instructional Designer	Provide instructional design and information architecture services and expertise. Ensure instructional integrity of course development projects through systematic design, clear writing of narratives, and storyboards. Assess the instructional effectiveness of course materials produced. Provide methods for learning needs analysis to ensure appropriateness of online instructional materials. Plan, develop and teach workshops and other instructional design activities. Provide counsel to client on the strategic, tactical and operational issues associated with design development.	Bachelor's degree in training, education or equivalent with 10 years experience of which a minimum of 4 year must be specialized in design and development of training products and services.
41	Instructional Designer	Provide instructional design and information architecture services and expertise. Ensure the instructional integrity of course development projects through systematic design clear writing of narratives, and storyboards. Provide methods for learning needs analysis to ensure appropriateness of online instructional materials. Plan, develop and teach workshops and other instructional design activities. Provide counsel to the Senior Instructional Designer and client on the strategic, tactical and operational issues associated with design development.	Bachelor's degree in training, education or equivalent with 4-6 years experience of which a minimum of 1 year must be specialized in the design and development of training products and services.

42	Junior Instructional Designer	<p>Provide instructional design and information architecture services and expertise. Ensure the instructional integrity of course development projects through systematic design clear writing of narratives, and storyboards.</p> <p>Provide methods for learning needs analysis to ensure appropriateness of online instructional materials.</p> <p>Plan, develop and teach workshops and other instructional design activities. Provide counsel to the Senior Instructional Designer and client on the strategic, tactical and operational issues associated with design development.</p>	Bachelor's degree in training, education, or equivalent with knowledge of design and development of training materials.
43	Senior Programmer	<p>Program elements of the instructional materials that will be used in a digital format.</p> <p>Responsible for writing custom code using various software languages such as C++, Java, Javascript, and other authoring tools used to support the e-learning environment. Creates and executes e-learning plans with curriculum development team.</p> <p>Develops hardware and software architectures to use in asynchronous and synchronous settings.</p>	Masters Degree and 5 years experience or Bachelor's degree and 7 years of experience.
44	Programmer	<p>Program elements of the instructional materials that will be used in a digital format.</p> <p>Responsible for writing custom code using various software languages such as C++, Java, Javascript, and other authoring tools used to support the e-learning environment. Creates and executes e-learning plans with curriculum development team.</p> <p>Develops hardware and software architectures to use in asynchronous and synchronous settings.</p>	Masters Degree and 2 years experience or Bachelor's degree and 5 years of experience.
45	Junior Programmer	<p>Program elements of the instructional materials that will be used in a digital format.</p> <p>Responsible for writing custom code using various software languages such as C++, Java, Javascript, and other authoring tools used to support the e-learning environment. Creates and executes e-learning plans with curriculum development team.</p> <p>Develops hardware and software architectures to use in asynchronous and synchronous settings.</p>	Masters Degree or Bachelor's degree and 2 years of experience.

46	Graphics Specialist I	Provides a variety of special or complex document support services to technical/administrative managers and professional staff.	High School diploma and 6 years related education/experience.
47	Graphics Specialist II	Provides a variety of special or complex document support services to technical/administrative managers and professional staff.	High School diploma and 4 years related education/experience.
48	Graphics Specialist III	Provides a variety of special or complex document support services to technical/administrative managers and professional staff.	High School diploma and 2 years related education/experience.
49	Media Specialist	Produces video productions with special effects, graphics and background essential; produces audio projects and ensures components meet quality control standards. Writes scripts for media productions; matches style and complexity to objectives, content and design; conducts necessary research to obtain accurate and up to date information.	Bachelor's degree in media productions or equivalent with 3 years' experience of which a minimum of 1 year must be specialized in the design, development and implementation of audio-visual media.

SCA Matrix

The Service Contract Act (SCA) is applicable to this contract and it includes SCA Applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination identified in the matrix. The prices offered are based on the preponderance of where work is performed and should IBA perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly. SCA Matrix is listed below.

SCA Eligible Contract Labor Category from IBA MOBIS	SCA Equivalent Code - Title	Wage Determination Number
Analyst 1	01020 ADMINISTRATIVE ASSISTANT	05-2104
Analyst 2	30461 TECHNICAL WRITER I	05-2104
Analyst 3	01312 SECRETARY II	05-2104
Analyst 4	01311 SECRETARY I	05-2104
Analyst5	01280 RECEPTIONIST	05-2104
Technical Analyst 1	01112 GENERAL CLERK II	05-2104
Technical Analyst 2	01112 GENERAL CLERK II	05-2104
Technical Analyst 3	01112 GENERAL CLERK II	05-2104
Technical Analyst 4	01112 GENERAL CLERK II	05-2104
Technical Analyst 5	01112 GENERAL CLERK II	05-2104
Technical Analyst 6	01112 GENERAL CLERK II	05-2104
Administrative Assistant 1	01020 ADMINISTRATIVE ASSISTANT	05-2104
Administrative Assistant 2	01280 RECEPTIONIST	05-2104
Administrative Assistant 3	01111 GENERAL CLERK I	05-2104
Administrative Assistant 4	01111 GENERAL CLERK I	05-2104

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Irving Burton Associates, Inc. provides services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.
- We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact info@ibacorp.us